

LexisNexis® File & Serve NEWSLETTER

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NEWS & ANNOUNCEMENTS

File & Serve Feature Spotlight: Beyond eService: Alternative methods of Service on File & Serve

In addition to eService, File & Serve offers U.S. Mail and Fax Service*, as well as the ability to send documents via email and fax to Additional Recipients.

File & Serve is proud to be a leading provider of electronic service to Courts, firms and parties across the nation and we recognize that firms may need to send some documents that cannot be eServed. To meet this need, File & Serve has always offered the ability to serve non-member attorneys and unrepresented parties via U.S. Mail and/or fax. In many litigations and Courts, this feature is available directly from the Service tab in the Filing & Service room.** U.S. Mail and Fax recipients are usually listed on your service list with the other case parties and may be selected individually by placing a checkmark in the checkbox next to the party name, or by using the “Select All” checkbox at the top of the service list.

Conversely, you can also choose NOT to select parties who are listed as U.S. Mail or Fax recipients. This is also accomplished via the Service tab. On the right side of the service list is the “Method” column. Click on this list once to alphabetize the list by service method and then click on it again to reverse sort the service method. This will place the U.S. Mail recipients at the top of the list, followed by the Fax recipients. If you’ve selected the “Select All” checkbox at the top of the screen, then simply uncheck the checkboxes next to any party with a U.S. Mail or Fax service method type. If you are checking individual checkboxes, then these parties will be easy to scroll past.

7/1/10 12:17 AM CDT Documents Sending Parties Service Add'l Recipients Review & Submit Transaction ID: 31946248 Cancel Save & Close

Select Recipients

000002 Jones vs Car Manufacturers Corp et al Mock Court-Filing & Serving

Select a delivery option for each party you want to add. *Service* is official legal service of the document upon the selected party. To remove a selected party, deselect service.

Parties Available for Selection 1 through 37 of 37 Show 1000 results per page

Note: Additional fees apply if selecting any US mail or fax recipients.

Create Custom Group

Service	Party	Party Type	Party Status	Attorney	Firm	Method
<input type="checkbox"/>	Uchida, Evan Esq	Defendant	Active	No Answer on File	Firm TBD	U.S. Mail
<input type="checkbox"/>	Brown, Clayton	Defendant	Active	No Answer on File	Firm TBD	U.S. Mail
<input type="checkbox"/>	Jones, Betty	Plaintiff	Active	counselor, carol	Mock Firm A-Anywhere	Fax
<input type="checkbox"/>	Carter, Krista	Defendant	Active	April, Lewis B	Cooper Levenson April Niedelman & Wagenheim	E-Service

The Additional Recipients tab (located just after the Service tab) can be used to email or fax documents to individuals that are not on the service list. This is an easy way to send documents to co-counsel or clients. Sending documents via email is free, so long as you have selected at least one party on the Service tab. Additional charges do apply for fax delivery.

Please note that serving via US Mail and Fax are premium features and additional charges do apply. Please check your litigation’s Pricing Sheet (located on our Resource Center for further details.

*Availability dependent upon Court and/or litigation.

** Depending on the litigation, you may need to toggle your screen to show all active participants instead of eService Only.

PERSPECTIVES

Meet your Team: Angela Melton

Angela was a practicing attorney and mediator before she joined the File & Serve team in 2007 as a Project Specialist for our Beaver County, PA customers. She then moved on to become the Client Solutions and Training Specialist (CST) for our Northeast Region. In addition to training existing customers, Angela offers training and assistance to firms who are new to File & Serve projects, works with projects as they are being brought onto the system, and offers classes on all of the File & Serve features.

To arrange for training for your firm, please contact Angela at angela.melton@lexisnexis.com.

CLE Courses Available

Free web-based and onsite CLEs are available for the states in which your attorneys are required to meet a continuing education requirement. Some popular topics are “e-filing in the Courts”, “e-service in all cases”, and “the differences between e-filing and e-service in state and federal systems.

To request a CLE for your firm, bar association or agency, please email Angela Melton at angela.melton@lexisnexis.com.

New!!! Join our Community!

LexisNexis® File & Serve – The online legal community for lawsuits, litigations and the parties involved. Find out more information and blog with us at: <http://www.lexisnexis.com/Community/FileandServe/>

TIPS & TRICKS

eServe your “other” cases!

File & Serve can be used for electronic service (eService) in any case, even those where you file traditionally with your Court! Electronic service (e-Service) is quickly becoming the new practice standard for litigation. E-service enables firms to lower costs, improve their efficiency, and gain better access to important information. Law firms use LexisNexis File & Serve’s case-based eservice to gain more convenience and control over managing key support functions throughout the litigation life cycle, including service of pleadings and the exchange of documents throughout the discovery phase and beyond. Click [HERE](#) for great information and to find out how you can get a 10% discount!

Additional benefits of using LexisNexis File & Serve for Eservice include:

- Single Online Service List
- 24/7 Document Access & Management
- Instant Proof-of-Service
- Searchable Online Repository
- Manage Litigation Life Cycle including Discovery

For more information contact Susan Burns at susan.burns@lexisnexis.com or toll-free 800.437.8674 ext 7811.

Alerts

As activity in your case, or cases of interest to your firm, increases, you may be looking for better ways to stay on top of important filings, such as Court Orders, Discovery Notices or Official Court Transcripts**.

Alerts are a great tool to help you stay on top of important activity that might otherwise get buried in your Inbox. To setup Alerts: Log on, Click Alerts and follow the on-screen instructions or view a quick YouTube video on setting up Alerts at: <http://www.youtube.com/watch?v=EJ9QcsBPmLI>

Notification Options

Are you getting bombarded by email notices of new activity in File & Serve? You can elect to receive one daily summary notification of all transactions instead of notice on each transaction. To change this setting: Log on, select File & Serve preferences, My Notification Options, then select Daily Email Notification. .

CUSTOMER SERVICE

File & Serve offers Customer Support 24 hours a day, 7 days a week. If you have any questions, don't hesitate to call our Customer Service department at:

1-888-529-7587

CONTACT INFORMATION

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Join the **File & Serve Community**:

<http://www.lexisnexis.com/Community/FileandServe/>

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